

# SIMPLE PERMITS APPLICATION AND TRACKING SYSTEM (SPATS) BLANKET PERMIT ATTACHMENT

## I. SPECIAL PROVISIONS

### A. GUIDELINES FOR THE USE OF SPATS

Only the following activities are permissible through SPATS:

1. Excavations in the County road right of way for installation of service connections and minor repair or ordinary maintenance of existing facilities. Excavations shall not exceed 3 cuts per one block or one quarter-mile, 100 sq. ft. area in aggregate and/or 20 feet in length or 5 feet in width.
2. Excavations (potholing) in the County road right of way for depth and location verification of facilities as necessary for ordinary maintenance, repairs and service connections. Potholing shall not exceed 10 feet in depth, 3 cuts within one traffic control setup not exceeding one block.
3. Maintenance, repair, or replacement of street light or utility poles and appurtenances within the County road right of way not exceeding two days in duration without requiring full road closures or overnight lane closures.
4. Lane closure to access street light or utility poles, hand holes, meter boxes, valve covers, manholes, or vaults within the County road right of way for routine maintenance of appurtenances or repairs.
5. Emergency repairs not exceeding one day in duration. A permit must be secured the next business day.

The following activities are **not** permissible through SPATS and will require a standard over-the-counter permit:

1. Installation of new facilities or main lines.
2. Relocation/replacement/upgrade of main lines, vaults, street light or utility poles\*.  
\*See Item 3 above
3. Grade adjustments to manholes and vaults.
4. Exploratory excavations (potholing) of other utilities for purposes other than for installation of service connections and ordinary maintenance.
5. Any work requiring a traffic control plan.
6. Emergency repairs exceeding one day in duration.

### B. APPLICATION REQUIREMENTS – SPATS applications must be filled out completely.

1. SPATS applications that do not contain sufficient or accurate work details, valid addresses, appropriate street segments, and Thomas Guide map page numbers and grids may result in a delay in processing and, in some cases, may cause the application to be denied.
2. For excavation work, provide an Underground Service Alert (USA) validation number.
3. For pole replacement/repair work, provide the pole number, JPA number, and the final Joint Utility name.

**C. WORK NOTIFICATION INSPECTIONS** – The permittee must notify the appropriate permit office to schedule an inspection at least 24 hours before starting work. Notifications received after 12 noon will result in the scheduling of inspection on the second business day. Normal inspection hours are Monday – Friday, 8:00 AM – 4:30 PM excluding holidays. Failure to notify the office before starting work may result in additional fees and/or inspection charges.

1. Inspections may be cancelled or postponed with prior notice. At a minimum, the applicant must contact the field office prior to 8:30 AM the same day of scheduled work.
2. Final pavement repair must be completed within 30 days after the work is completed.
3. The permittee is required to notify the local permit office immediately following completion of all work, including restoration. SPATS requests will be closed following a field review and acceptance by a county inspector. Failure to notify the permit office may result in additional fees applied.

**D. SPATS REQUEST EXPIRATION AND EXTENSION** – Each SPATS request will expire if work has not commenced within 60 days from the date of approval. A one-time extension of 60 days may be granted if the permittee contacts the jurisdictional permit office to request the extension in writing prior to the expiration date. If the request is allowed to expire, it will be closed. The permittee will be required to submit a new application prior to starting work.

**E. BILLING AND PAYMENTS (LACC 16.14.050)** – Permittees will be invoiced for the current fee for the work requested. All invoices shall be paid within 30 days of receipt. Failure to pay invoices within this time limit may result in suspension of permit issuance.

1. The permittee is responsible to immediately notify the County of all disputed bills so they may be investigated and resolved.
2. A copy of the invoice and details of the dispute must be included when remitting payment.
3. The utility company shall remain responsible for any outstanding balance until notified otherwise by the County.

4. Copies of invoices can be obtained by contacting our Fiscal Division customer assistance section at (626) 458-5990 or at the following link: <http://dpw.lacounty.gov/financial/invstat/Default.aspx>.

**F. WORK COMPLIANCE (LACC 16.06.060)** – Permittee's failure to comply with the provisions of the blanket permit attachment will be subject to the following:

1. Revocation of the SPATS work request.
2. Suspension of privileges to use SPATS or revocation of the annual blanket permit.

## **II. GENERAL PROVISIONS**

**A. TRAFFIC CONTROL REQUIREMENTS (LACC 16.06.090)** – All traffic control must follow the current edition of the California Manual of Uniform Traffic Control Devices (MUTCD) Part 6 (Temporary Traffic Control).

### **B. MORATORIUM**

1. A two-year restriction on pavement cuts following pavement resurfacing or reconstruction is enforced prohibiting the issuance of road permits except to satisfy the needs of health, fire protection and public welfare.
2. Approved emergency excavations must be repaired to the satisfaction of the County which may include significantly expanded limits of restoration.

**C. RIGHT OF WAY SAFEGUARDING AND RESTORATION (LACC 16.06.080, 16.06.070)** – Whenever utility repairs or maintenance is performed under a permit where any part of the highway facility is removed or disturbed, it shall be repaired, restored and replaced with the following requirements:

1. Permittee is responsible to implement and maintain Best Management Practices (BMP) and is required to comply with Federal, State and local regulations. The BMP attachment can be found at the following link: [https://dpw.lacounty.gov/SPATS/public/spatsfaq/forms/BMP\\_Acknowledgement\\_and\\_Attach.pdf](https://dpw.lacounty.gov/SPATS/public/spatsfaq/forms/BMP_Acknowledgement_and_Attach.pdf)
2. Excavations 2' wide or less, within the travelled roadway, require the use of one (1) sack slurry or other approved Controlled Low Strength Material (CLSM) as backfill. CLSM shall conform to the Standard Specifications for Public Works Construction (Greenbook) Section 201-1.1.2(A) for trench backfill.
3. Backfill and restoration shall conform to the Greenbook Section 306-1.3.0 and 306-1.5.2.

**D. TRENCH RESTORATION** – Upon request, the permittee shall submit compaction test results (non-slurry backfilled trenches), material tickets, soils reports, and any other pertinent information related to the restoration of the road right of way.

**E. AUTHORIZED CONTRACTORS** – Permittees shall provide a listing of authorized contractors and/or subcontractors responsible for performing utility work and road right of way restoration. Whenever contractors are used, their insurance documentation shall conform to the County’s insurance standards and be submitted to the main office prior to start of work. No work shall commence until all required documents have been approved by the County.

If you have any questions about what type of permit is appropriate or questions about the process, please call any of our Permit Technicians or Head Inspectors at the appropriate field office or contact our Headquarters permit counter.

Permit Office 1 – Baldwin Park	
Telephone: (626) 338 – 9515	Fax: (626) 814 – 1763
Permit Office 2 – Valencia	
Telephone: (661) 222 – 2948	Fax: (661) 222 – 2952
Permit Office 3 – Westchester	
Telephone: (310) 649 – 6300	Fax: (310) 215 – 3952
Permit Office 4 – Hollydale	
Telephone: (562) 869 – 0218	Fax: (562) 869 – 2895
Permit Office 5 – Palmdale	
Telephone: (661) 947 – 4151	Fax: (661) 947 – 5022
Permit Office 6 – Headquarters Permit Counter	
Telephone: (626) 458 – 3127	Fax: (626) 576 – 7739